

COTA Monthly Meeting

Monday, Nov. 16

Conference Call 2 p.m.

<https://morenet.zoom.us/j/97758707016>

Welcome

Present: Ross Hawkins, Mel Stegeman, Roberto Koch, Gavin O'Connor, David Jones, Katelyn Wilson, Kevin Manley, Sarah Salmons, Alicia Erickson

Absent: Brooke Lockhart, Helen Hale, Cheryl Dobson

Approval of Minutes: Kevin motioned to approve minutes and Ross seconded.

Announcements/Updates

- 1. Guiding Principles Question:** The attorney suggested changing the wording from "should" to "must or shall". The committee decided to keep the language as "should" since the committee has no official authority to mandate.
- 2. Conference speakers and other logistics:** Discussion took place about how to distribute the Guiding Principles. The document will be emailed out and we will use the opening session of the conference to announce the updated document.
- 3. Missouri Reverse Transfer (MRT) discussion:** A private institution reached out about signing onto the Missouri Reverse Transfer MOU. Discussion took place about MRT and if all the documents and information was still current and relevant. The committee decided we would review and update if needed. Alicia gave information about the history of MRT. Sarah will reach out to schools to make sure the MRT coordinators are still accurate. Ross brought up that there may be a knowledge gap when it comes to MRT and we need to be sure as new advisors/employees are hired that they are aware of MRT. Discussion took place about improving communication about the reverse transfer process. Mel mentioned that the University of Central Oklahoma does a great job with communicating their process. Mel volunteered to reach out to their registrar.

Subcommittee Updates

Conference-Sarah will start putting feelers out for keynote speakers. Ross will check in with his contacts and let Sarah give them more information about the conference. Sarah will send out the request for proposals and have them due before winter break. Kevin shared an example of a "share point page" that we can use as a landing page to help facilitate and organize the conference. The committee was very impressed and in favor of using this for the conference.

Policy-No new information for the policy committee to work on right now.

CORE 42-Alicia gave an update that the core curriculum faculty group will meet Friday and will move forward with aligning course outcomes.

Minutes taken by: Katelyn Wilson